

Who we are and what we do:

The mission of the Tennessee Department of Health is to protect, promote and improve the health and prosperity of people in Tennessee.

Our vision is to be a recognized and trusted leader, partnering and engaging to accelerate Tennessee to one of the nation's ten healthiest states.

The Division of Laboratory Services' mission is to provide quality testing services through innovation, collaboration, and education that protects and improves the health of all.

Pursuant to the State of TN's policy of non-discrimination, the State of Tennessee does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, sexual orientation, age, disability, or military services in its policies, or in the admission of, access to, treatment, or employment in its programs, services, or activities.

TDH Laboratory Services



Administrative Services Assistant 3

Department of Health, Division of Laboratory Services (DLS)
Nashville, TN
Salary Range: \$34,884-\$55,836

Key Responsibilities:

- Responsible for professional staff administrative work of considerable difficulty and supervisory work of routine difficulty in support of line operations; and performs related work as required.
- Responsibility for developing, implementing, and enforcing pertinent policies and procedures.
- Interprets and enforces existing policies and methods.
- Training and teaching others.
- Prepares and reviews records and reports to meet agency needs in order to ensure accuracy, completeness, and adherence to standards.
- Performs administrative activities.
- Resolves problems according to agency policies and procedures.
- Assists in developing policies and procedures for implementing new or modifying existing administrative services programs and activities.
- Prepares budgets for the agency.
- Utilizes appropriate computer programs to accomplish administrative activities.
- Serves as a liaison between the agency and the general public, persons in other state departments and divisions, officials, government representatives, and entities outside the organization in order to explain matters of procedure and regulation.
- Supervises staff. Guides, directs, and motivates subordinates.

Minimum Qualifications:

- Graduation from an accredited college or university with a bachelor's degree.
- Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years.
- Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years. OR Two years of increasingly responsible professional administrative services experience with the State of Tennessee.

Required Experience:

- Equivalent to three years of increasingly responsible full-time professional staff administrative experience.

To apply, please visit: <https://www.tn.gov/careers.html>